
The College of Marin's mission is to provide educational opportunities for all students and community members: preparation for transfer to four-year schools and universities, workforce education, basic skills improvement, intellectual and physical development, and cultural enrichment. The College is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment. The College of Marin pledges educational excellence to all members of our diverse community.

DUTIES

The job of Police Officer is done for the purpose(s) of identifying potential problems regarding welfare, safety and/or security of students, personnel, visitors and/or the site; maintaining safety on campus by enforcing disciplinary policies and regulations put forth by the County of Marin and State statutes; communicating information and responding to inquiries; and providing emergency care to students and other individuals.

Examples of duties include the following:

- Patrols District properties by vehicles or on foot to insure buildings are secure, grounds are not being used illegally or vandalized, campus activities and classes are not being disrupted, and personal, civil, and human rights are not being violated;
- Controls parking, directs traffic flow, and issues citations for CA Vehicle Code violations;
- Acts as liaison between college and outside law enforcement agencies
- Arrests criminal perpetrators, renders reports on felonies and misdemeanors
- Transports large sums of district money
- Investigates and makes reports on traffic accidents and provides security control for large gatherings
- Serves as human relations and public relations officer through contact with students and the public
- Testifies and presents evidence in court when required
- Administers first-aid to persons suffering illness or injury
- Maintains proper files for warrants, writes reports, citations, and parking permit records

DESIRABLE ATTRIBUTES AND SKILLS

Beyond the Minimum Qualifications, the following are desirable:

Knowledge of:

- California Vehicle, Penal, and other applicable Codes and knowledge of basic laws of arrest
- Legal rights of citizens, court procedures and rules of evidence
- Traffic and parking control
- Common fire hazards and use of fire equipment

Ability to:

- Learn and apply college rules and regulations
- Deal firmly and fairly with students and maintain their respect and cooperation
- Exercise good judgment in emergency situations
- Work cooperatively with local law enforcement agencies and school administrators
- Prepare clear and concise written reports
- Obtain a certificate of completion from an approved non-lethal chemical agents course
- Operate District police vehicles and equipment

Education:

Satisfactory completion of 60 units of college coursework in a related discipline

POSITION REQUIREMENTS:

1. High school diploma or equivalent.
2. Applicants must have a certificate of completion from a basic P.O.S.T. approved Police Academy (within the last three (3) years) **OR** experience in law enforcement as a peace officer or college police officer (within the last three (3) years).
3. Candidate must also possess a valid California Driver's License, as well as a current American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) certificate.

REQUIRED APPLICATION DOCUMENTS

A complete application packet is required for consideration in this selection process. The completed application packet includes the following:

1. A completed Marin Community College District application form;
2. A resume that details all relevant experience, training and education as well as other recent work history; and
3. A cover letter that summarizes applicant background as it directly relates to this position.
4. Copies of your P.O.S.T. certification, First Aid and CPR certifications.

Finalists will be asked to provide the names, titles and contact information of individuals who can verify applicable background and experience. Official transcripts will be required prior to the time of hire.

SALARY

The successful candidate will initially be placed between \$4,437 and \$5,394 monthly, depending on background and experience. Normal entering salary step is Step A.

APPLICATION DEADLINE: Open Continuous

Recruitment will continue until this position is filled, and may be subject to close without prior notice.

SELECTION PROCEDURE

Completed application packets must be received in the Office of Human Resources for screening. Those applicants who most closely meet the stated Requirements and Desirables may be asked to demonstrate their job-related skills and may be invited to a Committee interview. Those candidates who interview successfully in the oral interview will move to the Polygraph Exam, and POST required background investigation. If this phase of the hiring process is passed, a conditional job offer will be made upon passing both the POST required medical and psychological examination. All applicants will be notified of the results of the selection process.

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED

Please visit us at www.marin.edu/humanres/ for an employment application and to learn more.